

## AEA Comprehensive Improvement Plan (CIP) Checklist of Required Content

Please attach a paper copy of this document to the front of the completed Comprehensive Improvement Plan and send four (4) copies of the CIP and checklist to:

Pam Pfitzenmaier, Division Administrator  
Division of Early Childhood, Elementary & Secondary Education  
Iowa Department of Education  
Grimes State Office Building, Des Moines, IA 50319

**Report Due: April 1, 2006**

This form is available electronically at  
<http://www.state.ia.us/educate/aea/documents.html>

AEA Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

DE School Improvement Consultant: \_\_\_\_\_

Agency Contact Person for This Plan: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

CIP Start Date: \_\_\_\_\_ CIP End Date: \_\_\_\_\_

### ***Required Signatures:***

\_\_\_\_\_  
AEA Chief Administrator

Date: \_\_\_\_\_

\_\_\_\_\_  
AEA Board President

Date: \_\_\_\_\_

### **Guidance/Directions**

- Area education agencies are encouraged to go beyond the minimum with their work toward continuous improvement.
- Write the page(s) on which documentation appears in the CIP in the column labeled Page(s)#. Multiple page numbers may appear in a single box.
- Data listed in the CIP may serve as the baseline data for the agency's Annual Progress Report (APR). **NEW**
- If the agency changes a goal after approval of the CIP, the agency must submit new baseline data. **NEW**
- The CIP components listed in 281—IAC 72.9 do not need to appear specifically as headers or in any particular order. Requirements may appear in multiple places in the plan and in a locally determined format.
- Iowa Administrative Code, Chapter 72 can be accessed at the following link:  
[http://www4.legis.state.ia.us/IAChtml/281.htm#chapter\\_281\\_72](http://www4.legis.state.ia.us/IAChtml/281.htm#chapter_281_72)

### **General AEA Accreditation Requirements**

Item #	Page(s) #	<b>Needs Assessment 281—IAC 72.9(1)(a)</b>  <b>Guidance:</b> <ul style="list-style-type: none"> <li>• The kind of process used to identify needs is an AEA decision</li> <li>• The “what” is a local AEA decision.</li> </ul>
1		<p>The plan shall contain a description of how the AEA conducts ongoing needs assessment. 281—IAC 72.9(1)(a)</p> <p><b>Expectation:</b></p> <ul style="list-style-type: none"> <li>• The plan describes the process used to identify needs.</li> <li>• Sufficient detail is provided to identify who is involved, how data are collected, and what data are collected.</li> <li>• The plan describes an ongoing needs assessment process.</li> <li>• The needs assessment process is agency-wide; all schools and school districts served by the agency are assessed for needs.</li> <li>• All Chapter 72 standards are included somewhere in agency-wide needs assessment activities.</li> </ul>

Item #	Page(s) #	<b>Needs Assessment Summary 281—IAC 72.9(1)(b)</b>  <b>Guidance:</b> <ul style="list-style-type: none"> <li>The kind of data/information reflecting agency strengths and areas for improvement is a local AEA decision.</li> <li>Findings can be data and/or narrative.</li> <li>Reference to “internal” means AEA employees. <b>NEW</b></li> </ul>
4		<p>The summary includes findings from internal needs assessment about the <b>implementation of the agency’s continuous improvement model</b>. 281—IAC 72.9(1)(b)(1)(1)</p> <p><b>Expectation:</b></p> <ul style="list-style-type: none"> <li>Evidence is included that the agency has gathered information from AEA employees on the implementation of the continuous improvement model.</li> </ul>
5		<p>The summary includes findings from internal needs assessment about <b>implementation of agency services that respond to schools’ and school districts’ needs</b>. 281—IAC 72.9(1)(b)(1)(2)</p> <p><b>Expectations:</b></p> <ul style="list-style-type: none"> <li>Evidence is included that the agency has gathered information from AEA employees on the implementation of services that respond to schools’ and school districts’ needs.</li> </ul>
6		<p>The summary includes findings from internal needs assessment about how the agency <b>demonstrates proactive leadership</b>. 281—IAC 72.9(1)(b)(1)(3)</p> <p><b>Expectation:</b></p> <ul style="list-style-type: none"> <li>Evidence is included that the agency has gathered information from AEA employees regarding how the agency demonstrates proactive leadership.</li> </ul>
7		<p>The summary includes findings from internal needs assessment about how the agency <b>uses data to implement actions</b> to improve student learning. 281—IAC 72.9(1)(b)(1)(4)</p> <p><b>Expectation:</b></p> <ul style="list-style-type: none"> <li>Evidence is included that the agency has gathered information from AEA employees on how the agency uses data to implement actions to improve student learning.</li> </ul>
8		<p>The summary includes <b>findings from state indicator data</b> for schools and school districts the agency serves. 281—IAC 72.9(1)(b)(2)</p> <p><b>Expectation:</b></p> <ul style="list-style-type: none"> <li>Evidence is included that the agency has gathered and analyzed data from LEA Annual Progress Reports (APRs).</li> </ul>
9		<p>The summary includes <b>findings from reviews of comprehensive school improvement plans</b> for the schools and school districts the agency serves. 281—IAC 72.9(1)(b)(3)</p>

10		The summary includes <b>findings from the Department of Education's comprehensive site visit reports</b> for the schools and school districts the agency serves. 281—IAC 72.9(1)(b)(4)
11		The summary includes <b>findings from the AEA's comprehensive site visit report(s)</b> . 281—IAC 72.9(1)(b)(5)
12		The summary includes <b>findings from the Department of Education's statewide customer service survey</b> . 281—IAC 72.9(1)(b)(6)
Item #	Page(s) #	<b>Agency-Wide Goals</b> 281—IAC 72.9(1)(c)  <b>Guidance:</b> <ul style="list-style-type: none"> <li>• The goals may or may not contain a specific level of increase.</li> <li>• Goals are to be developed for a five-year time frame.</li> <li>• Consider how many goals the agency could reasonably monitor and achieve over the five-year period, as progress toward the goals must be reported in the agency's Annual Progress Report. <b>NEW</b></li> </ul>
13		Agency-wide goals are <b>developed as a result of needs assessment findings</b> . 281—IAC 72.9(1)(c)  <b>Expectation:</b> <ul style="list-style-type: none"> <li>• There is a clear alignment between data/findings and established goals.</li> </ul>
14		Agency-wide goals are <b>measurable</b> . 281—IAC 72.9(1)(c)  <b>Expectation:</b> <ul style="list-style-type: none"> <li>• The criteria to determine goal attainment are quantifiable.</li> </ul>
15		Agency-wide goals are focused on <b>assisting schools and school districts with the school improvement process</b> as evidenced in the indicators of quality as prescribed in subrule 72.10(2). 281—IAC 72.9(1)(c)  <b>Expectation:</b> <ul style="list-style-type: none"> <li>• There is a goal indicating assistance to schools and school districts with the school improvement process.</li> </ul>
16		Agency-wide goals are focused on <b>assisting schools and school districts with improving teaching</b> as evidenced in the indicators of quality as prescribed in subrule 72.10(2). 281—IAC 72.9(1)(c)  <b>Expectation:</b> <ul style="list-style-type: none"> <li>• There is a goal indicating assistance to schools and school districts with improving teaching.</li> </ul>

17		<p>Agency-wide goals are focused on <b>assisting schools and school districts with improving learning</b> as evidenced in the indicators of quality as prescribed in subrule 72.10(2). 281—IAC 72.9(1)(c)</p> <p><b>Expectation:</b></p> <ul style="list-style-type: none"> <li>There is a goal indicating assistance to schools and school districts with improving learning.</li> </ul>
Item #	Page(s) #	<p><b>Services</b> 281—IAC 72.9(1)(d)</p> <p><b>Guidance:</b></p> <ul style="list-style-type: none"> <li>There may or may not be a label “services” in the CIP.</li> <li>One service may meet multiple goals.</li> </ul>
18		Services are <b>identified</b> in the CIP. 281—IAC 72.9(1)
19		The plan describes services developed to <b>meet the agency-wide goals</b> . 281—IAC 72.9(1)(d)
20		<p>The plan describes services that <b>meet the standards</b> in 281—IAC 72.4(1) through (8). 281—IAC 72.9(1)(d)</p> <p><b>Expectation:</b></p> <ul style="list-style-type: none"> <li>The CIP identifies the standard(s) each service supports.</li> </ul>
Item #	Page(s) #	<b>Action Plans</b> 281—IAC 72.9(1)(e)
21		<p>Action plans include <b>agency-wide actions</b> to accomplish agency-wide goals. 281—IAC 72.9(1)(e)</p> <p><b>Expectation:</b></p> <ul style="list-style-type: none"> <li>The CIP has an agency-wide action plan for meeting the established agency-wide goals.</li> </ul>
22		<p>Action plans include <b>evidence of meeting all standards</b> for services. 281—IAC 72.9(1)(e)</p> <p><b>Expectation:</b></p> <ul style="list-style-type: none"> <li>The aggregate of all services in the actions plans demonstrate support for all standards for services.</li> </ul>
23		<p>Action plans include provisions for <b>equitable availability of services</b>. 281—IAC 72.9(1)(e)</p> <p><b>Expectation:</b></p> <ul style="list-style-type: none"> <li>The action plans include some system to indicate equitable availability of services for the recipients of those services.</li> </ul>

24		<p>Action plans reference <b>agency-wide data sources</b>. 281—IAC 72.9(1)(e)(1)</p> <p><b>Expectation:</b></p> <ul style="list-style-type: none"> <li>The action plans include information from agency-wide data sources that support services or actions.</li> </ul>
25		<p>Action plans include <b>agency-wide baseline data</b>. 281—IAC 72.9(1)(e)(2)</p> <p><b>Expectation:</b></p> <ul style="list-style-type: none"> <li>The action plans include baseline information from the agency-wide data sources that support services or actions.</li> </ul>
26		<p>Action plans include <b>services to meet agency-wide goals</b>. 281—IAC 72.9(1)(e)(3)</p> <p><b>Expectation:</b></p> <ul style="list-style-type: none"> <li>Services are aligned with the established agency-wide goals.</li> </ul>
27		<p>Action plans include information about <b>agency-wide funding resources</b> to deliver services to meet agency-wide goals. 281—IAC 72.9(1)(e)(4)</p> <p><b>Expectation:</b></p> <ul style="list-style-type: none"> <li>Funding resources are designated in each action plan for delivery of services aligned with each agency-wide goal (specific dollar amount are not required)</li> </ul>
28		<p>Action plans include information about <b>agency-wide staff allocations</b> to deliver services to meet agency-wide goals. 281—IAC 72.9(1)(e)(4)</p> <p><b>Guidance:</b></p> <ul style="list-style-type: none"> <li>Staff allocation could include staff FTEs, positions, specific personnel, or categories of personnel.</li> </ul>
29		<p>Action plans include information about <b>agency-wide time resources</b> to deliver services to meet agency-wide goals. 281—IAC 72.9(1)(e)(4)</p> <p><b>Expectation:</b></p> <ul style="list-style-type: none"> <li>The amount of time allocated by the agency to accomplish the service delivery is provided (e.g., staffing, % of job assignment).</li> </ul>
30		<p>Action plans provide information about <b>how services are delivered</b>. 281—IAC 72.9(1)(e)(4)</p> <p><b>Expectation:</b></p> <ul style="list-style-type: none"> <li>Each action plan includes information about how services are delivered to recipients of services.</li> </ul>

31		<p>Action plans <b>designate the responsible parties</b> who will monitor implementation of services. 281—IAC 72.9(1)(e)(5)</p> <p><b>Expectation:</b></p> <ul style="list-style-type: none"> <li>Each service has a designated responsible party for implementation of that service.</li> </ul>
32		<p>Action plans include a system for measuring the <b>efficiency of services</b>. 281—IAC 72.9(1)(e)(6)</p> <p><b>Expectation:</b></p> <ul style="list-style-type: none"> <li>The system for measuring the efficiency of services includes the agency's definition of efficiency. <b>NEW</b></li> </ul>
33		<p>Action plans include a system for measuring the <b>effectiveness of services</b>. 281—IAC 72.9(1)(e)(6)</p> <p><b>Expectation:</b></p> <ul style="list-style-type: none"> <li>The system for measuring the effectiveness of services includes the agency's definition of effectiveness. <b>NEW</b></li> </ul>
34		<p>Action plans include a <b>process for reporting progress</b> toward agency-wide goals. 281—IAC 72.9(1)(e)(7)</p> <p><b>Expectation:</b></p> <ul style="list-style-type: none"> <li>Sufficient detail is provided to identify who is involved and what data are collected. <b>NEW</b></li> </ul>
Item #	Page(s) #	<p><b>Provisions for Management Services</b> 281—IAC 72.9(1)(f)</p> <p><b>Guidance:</b></p> <ul style="list-style-type: none"> <li>Items 36-40 apply only to those agencies that provide management services as indicated in item 35. <b>NEW</b></li> <li>These services may include, but are not limited to, superintendency services, personnel service, business management services, specialized maintenance services, and transportation services.</li> </ul>
35		<p>The plan states <b>whether or not the agency provides management services</b> to school districts or other area education agencies. 281—IAC 72.9(1)(f) <b>NEW</b></p>
36		<p>The plan provides a description of <b>how the agency provides management services</b> if requested by school districts located in the area education agency. Section 273.7A, Code of Iowa</p>
37		<p>The plan describes if/how the AEA provides for <b>furnishing expensive and specialized equipment</b> for school districts. Section 273.7A, Code of Iowa</p>

38		The plan describes how the AEA <b>determines the cost of the specialized equipment and management services</b> provided, which school districts shall pay to the area education agency. Section 273.7A, Code of Iowa
39		The plan describes how the AEA <b>provides services authorized to be performed by area education agencies to other area education agencies</b> in Iowa. Section 273.7A, Code of Iowa
40		The plan describes how the AEA <b>determines the cost and method of payment for services provided to other area education agencies</b> in Iowa. Section 273.7A, Code of Iowa